



7 June 1996

Flying Operation

**AIRBORNE MAINTENANCE
STANDARDIZATION AND EVALUATION
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Pages: 8

Distribution: F; X:

AUL/LSE (1),

HQ AIA/ISG/SDNP (2)

HQ USAF/XOOT,

1480 Air Force Pentagon, Washington DC

20330-1480

This instruction implements AFD 11-4, AFI 11-401, and AFI 11-402. It also interfaces with AIAI 11-401, and implements the maintenance portion of the Air Intelligence Agency (AIA) Standardization and Evaluation (Stan/Eval) Program. This instruction prescribes the directive requirements for the Airborne Maintenance Stan/Eval Program. It provides unit managers with a means for determining personnel qualification levels. This instruction provides guidance on identifying and documenting corrective actions or reclassifying those persons who fail to meet and maintain knowledge and proficiency standards. It applies to personnel performing aircrew duties on RIVET JOINT, COBRA BALL, and COMBAT SENT aircraft and SENIOR SCOUT systems. It applies to AIA's logistics personnel in Air Force specialty codes (AFSC) X033Sx, X2A1x7, X2AI90, and X2A000 and AIA-gained Air National Guard units tasked to perform in-flight maintenance on any AIA or AIA-gained airborne system.

SUMMARY OF REVISIONS

Changes all references of X2A2x2 to X2A1x7 and X2A290 to X2AI90. Adds procedures for abbreviated open-book recertification test. Adds procedures for interim decisions on permanent removal from aviation service actions. Streamlines the instruction, removing redundant references.

1. Functional Areas of Responsibility. The functional areas of responsibility for HQ AIA, 67th Intelligence Wing (67 IW), and AIA airborne units include:

1.1. HQ AIA:

1.1.1. The Director of Operations (HQ AIA/DO) is responsible for policy and oversight of the AIA Stan/Eval Program.

1.1.2. The Director of Logistics (HQ AIA/LG) is responsible for policy and oversight of aspects of the AIA Stan/Eval Program peculiar to the Airborne Maintenance Stan/Eval Program.

1.2. 67 IW:

1.2.1. The 67th Operational Support Squadron, Current Operations Branch (67 OSS/OSO) provides supplemental guidance for operations and Stan/Eval issues not peculiar to the Airborne Maintenance Stan/Eval Program.

1.2.2. The 67th Support Squadron, Logistics Branch (67SPTS/LGW provides supplemental guidance and staff assistance visits for the Airborne Maintenance Stan/Eval Program. The 67 SPST/LGM conducts annual reviews of chief maintenance evaluators to assess and document the unit's Airborne Maintenance Stan/Eval Program effectiveness and manages the compilation of all written examinations for RIVET JOINT, COMBAT SENT, COBRA BALL, and SENIOR SCOUT systems.

1.3. AIA Airborne Units:

1.3.1. The chief of logistics (unit/LG) at each AIA-flying unit ensures that all personnel placed on flying status contribute productively to the unit's flying mission, ensures the development and implementation of the unit logistics stan/eval directives to support this instruction, and appoints the chief maintenance evaluator and additional evaluators by letter.

1.3.1.1. The unit/LG reviews all evaluations and informs the unit commander of all failed evaluations, approves or disapproves extensions of training, and determines corrective actions.

1.3.1.2. The unit/LG chairs the Special Stan/Eval Review Panel (SSERP) for maintenance.

1.3.2. The chief maintenance aircrew, evaluator (unit/LGE) at each unit is directly responsible to the unit/LG. The unit/LGE:

1.3.2.1. Administers flight status according to AFI 11-401, and maintains Evaluation records for each flyer assigned to the unit/LG.

1.3.2.2. Develops and maintains local directives to implement this instruction, develops, maintains, controls, and reviews evaluation materials.

1.3.2.3. Trains all evaluators in evaluation procedures and conducts initial and annual evaluations of evaluators.

1.3.2.4. Coordinates with workcenter to schedule evaluations and provides written feedback to the unit/LG on training trends, deficiencies, and achievements.

1.3.2.5. Convenes a quarterly maintenance stan/eval review panel (MSERP) and publishes and forwards the minutes to the 67 SPST/LGM.

1.3.3. The unit airborne maintenance workcenter supervisor assigns trainers and ensures training is accomplished and documented in a timely manner. Workcenter supervisor also ensures technicians are available for scheduled evaluations.

2. Program Elements.

2.1. Relationship of Stan/Eval, Upgrade Training (UGT), and Qualification Training. AIA's airborne maintenance stan/eval resources are dedicated to evaluating individual job qualifications and performance capabilities. The person is measured against the standards for training and performance set forth in the master job qualification standards (MJQS) for the person's designated aircrew position. Qualification training for persons in skill-level upgrade training and for those already upgraded in their AFSC is conducted to meet these standards. Personnel in UGT must satisfactorily complete career knowledge training, meet the mandatory AFSC experience requirements, and be certified on tasks required for the assigned aircrew duty position.

2.2. Standard Crew Composition. The maintenance aircrew is composed of a lead airborne maintenance technician (AMT) and trainees in adequate numbers to fill all AIA X2A1x7 aircrew positions as indicated in AFI 65-503, US Air Force Cost and Planning Factors, Table A36-1, Authorized Aircrew Composition-Active, for the designated platform. Every attempt is made to balance the crew and meet mission and unit training requirements. Higher headquarters-directed and exercise missions require standard crew composition. Training and aircraft rotation sortie crew composition are determined by the unit/LG. Every attempt is made to ensure evaluators conducting an evaluation are added to the crew in addition to the standard crew composition. The evaluator will not fly as lead AMT while conducting an evaluation.

2.3. Personnel Utilization. All crew members filling billets with the X prefix (aircrew), except those noted in paragraph 2.3.2., must progress through AMT categories and achieve and maintain at least CAT III proficiency.

2.3.1. The unit/LG must meet CAT I requirements.

2.3.2. Upgrade beyond CAT I for personnel in the maintenance superintendent, maintenance supervisor, and airborne workcenter supervisor billets is at the discretion of the unit/LG. The unit/LG may designate any, or all of those billets (up to three) as requiring only, CAT I qualifications.

2.3.3. Airborne workcenter supervisors, who were fully qualified as CAT III or CAT IV AMTs immediately prior to their assignment as workcenter supervisors, maintain their qualified status by completing annual and special evaluations, as appropriate. The airborne workcenter supervisor need not upgrade on new systems or baselines unless directed by the unit/LG.

2.3.4. Personnel at all levels that fill operational support-flying billets will meet CAT I requirements.

2.4. Training Progression. A maximum training period of 5 months is authorized from CAT I to CAT II and CAT II to CAT III. COBRA BALL and COMBAT SENT AMTs enter training as CAT IIs. To request training periods in excess of five months, submit a letter of extension for approval by the unit/LG. The unit/LG may authorize a remedial training period of not more than 60 days after a failed evaluation.

2.4.1. Extensions of Training. Maximum training periods, as indicated in paragraph 2.4, were established to encourage the timely and efficient training of AMTs. Individuals are vulnerable for evaluation anytime during the month due. Therefore, letters for extension of training should be submitted not later than the first day of the month the evaluation is due or as soon as the need is recognized. Extensions are limited to circumstances outside the control of the trainee or the workcenter, for example, extended duty not to include flying, emergency leave, lack of trainers, or lack of system availability. . Normal leave, temporary duty (TDY) for an aircraft system

familiarization course, and TDY for aircraft mission support are not valid reasons to extend training.

2.4.2. The workcenter supervisor initiates the letter requesting an extension of training. The letter includes the reasons why training was not completed, the anticipated date to complete training and evaluation, and corrective action to ensure additional extensions are not necessary. The letter is forwarded to the unit/LGE for review and comments. The unit/LGE forwards the letter to the unit/LG for final approval or disapproval.

2.4.3. When a situation arises preventing an individual from completing all assigned tasks within time limits but is outside the scope of a training extension letter, an SSERP should be convened.

2.5. Failure to Obtain or Maintain Proficiency. Individuals who display a lack of initiative, motivation, or ability and fail to progress in training after maximum training periods and approved extensions are suspended from aviation service pending review of their records by an SSERP. An individual failing a third consecutive evaluation is subject to an SSERP and suspension from aviation service. Individuals may be suspended from aviation service before failing the third time if an SSERP determines suspension and subsequent removal from aviation service is in the best interest of the United States Air Force. Flight and training records are forwarded along with unit recommendations and a copy of the aeronautical orders assigning an aviation service code (ASC) 04 to HQ AIA/LGMY through the 67 SPTS/LGM.

2.6. Permanent Disqualification Actions. An ASC 04 is assigned when permanent disqualification actions are considered according to AFI 11-402, paragraph 5.8. If permanent disqualification is within the purview of the MAJCOM (failure to maintain professional aircrew qualification, voluntary termination of aviation service, or fear of flying determined not to be medically incapacitating) and the unit commander does not concur with removal action, an interim decision may be requested. The request will be made by message to HQ AIA/LGMY (informing intermediate headquarters) including summary of relevant facts and justification along with unit recommendation. Units are advised by message to revoke ASC 04 and return individual to flight duties or to maintain suspension until review of formal removal package and final decision.

2.7. Currency Requirements. Fully qualified AMTs must fly a minimum of one sortie within any 3-month period and successfully complete an annual recertification (evaluation). When the unit uses more than one type baseline of similar platforms, AMTs maintaining multiple qualifications satisfy their currency by requirement by flying and testing on the most demanding platform (as determined by the unit/LGE). When AMTs maintain qualifications on dissimilar platforms (CONDAT SENT, RIVET JOINT, etcetera.), the unit/LGE determines currency requirements. If an AMT fails to meet currency requirements, an AIA Form 371, Airborne Maintenance Technician Evaluation, is completed downgrading the AMT to Category II. In the remarks section, explain why the AMT failed to meet currency requirements.

2.7.1. Upgrade on a different baseline or phase of a system may reset the counter for annual recertification, at the discretion of the unit/LGE.

2.8. Evaluations. Evaluations are conducted when training is completed or annually for fully qualified AMTs. All routine evaluations include an emergency procedures (EP) test, an open-book test, a closed-book test, and an in-flight practical evaluation. There is a minimum passing score of 85 percent for all tests. Evaluations are documented on AIA Form 371.

2.8.1. Routine evaluations include initial evaluations and annual recertifications. These evaluations are scheduled well in advance; therefore, the AMT has adequate time to prepare. One duty day is allocated to complete all testing, that is., EP, open-and closed-book, and test critiques.

2.8.1.1. The annual recertification may include an abbreviated open-book test focusing on the AMT's familiarity of recent system and technical order changes. The abbreviated open-book test is an over-the-shoulder evaluation which allows the technician the opportunity to show the ability to impart knowledge in a training scenario. If the AMT demonstrates a lack of knowledge or takes excessive time, the full-length open-book test is administered.

2.8.2. When evaluations are:

2.8.2.1. Conducted at home station, ensure testing is accomplished the duty day immediately prior to or following in-flight evaluation.

2.8.2.2. Conducted at a TDY location (in full or in part), complete all testing and in-flight evaluation requirements within 10 days.

2.8.2.3. Not completed within 10 days, the individual's records are documented with a statement explaining the delay.

2.8.3. Special evaluations are performed on individuals who:

2.8.3.1. Are previously qualified and have a permanent change of station from one flying unit to another, are upgrading on a different baseline and phase of a system, or have lost currency. The special evaluation consists of a flight evaluation and may include an open-book-test, a closed-book-test, a mission check or any combination of the above as determined by the unit/LGE.

2.8.3.2. Fail an evaluation and consists of an open-book-test, a closed-book test, and an airborne evaluation.

2.8.4. No-notice evaluations are defined as unscheduled evaluations approved by the unit/LG. Conduct a no-notice evaluation when the unit/LG, an evaluator, or workcenter supervisor determines that an individual's qualifications or knowledge level may be suspect. The examinee is not informed of the evaluation until it begins. Written testing is accomplished within 10 days after the airborne evaluation.

2.8.5. Perform mission and proficiency checks to determine the progress of an individual's proficiency training. The workcenter supervisor or chief maintenance evaluator directs the mission check of personnel. This does not constitute a formal evaluation. The chief maintenance evaluator may allow the field maintenance emulator, the be RIVET JOINT communications support system, the maintenance training system, or the aircraft to supplement to a mission check.

2.8.6. All airborne personnel must be current on EP testing. The unit/LGE or aircrew evaluators conducts an EP test for airborne personnel semiannually. Minimum qualifying score is 85 percent critiqued to 100 percent. The EP test administered to AMTs is the same test administered to operations personnel flying on the same platform. When an EP test failure occurs, provide remedial training and administer a different test. Individuals that fail to complete a semiannual EP test are removed from the flight schedule until they can successfully complete the test. Doc-

ument semiannual EP testing on an AF Form 942, Record of Evaluation, and failed EP test on AIA Form 371.

2.8.7. AIA Form 371A, RIVET JOINT Category II AMT Evaluation Guide; AIA Form 371B, RIVET JORNT Category III AMT Evaluation Guide; AIA Form 371C, COMBAT SENT Category III AMT Evaluation Guide; AIA Form 371D, COBRA BALL Category, III AMT Evaluation Guide; and SENIOR SCOUT Category II and Category III Evaluation Guides identify critical evaluation items. In addition to the critical evaluation items identified on the AIA Forms 371 A, 371B, 371C, and 371D, each unit may specify, other tasks considered critical to the unit's mission in the unit's airborne technical guide, locally developed airborne technician evaluation guides, or AIA Form 371. When an area is identified as critical, each item in that area is considered a critical item. Failing a critical item constitutes a failed airborne evaluation

2.9. Documentation. The unit/LGE maintains the evaluation records on each flyer assigned to the logistics division. At a minimum, the Evaluation record contains a properly completed AF Form 942, Record of Evaluation, AF Form 1381, USAF Certification of Aircrew Training, AIA Forms 371 for evaluations completed

the previous 2 years, applicable training extension letters, and applicable SSERP minutes. Training extension letters and SSERP minutes may be purged when the individual successfully upgrades to CAT III.

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Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

Chief Maintenance Aircrew Evaluator (ACE).— The unit/LGE is a CAT IVE A.N4T appointed by the chief of logistics for the purpose of administering the Maintenance Stan/Eval Program.

CAT III AMT.—This is the third level of AMT qualification. CAT III denotes a fully qualified AMT who has demonstrated comprehensive system knowledge and the ability to effectively correct system malfunctions while managing and supervising the in-flight maintenance effort. The AMT in this category must meet all requirements for CAT II, complete all assigned CAT III tasks on the AF Form 797 or locally generated computer product for the appropriate platform, and successfully complete a CAT III evaluation.

CAT IV AMT.—This is the fourth and highest level of AMT qualification. CAT IV denotes an AMT who is capable of accomplishing CAT III duties and consistently demonstrates a high degree of personal initiative and motivation in an effort to increase his system knowledge and technical competence. The AMT in this category completes all requirements for CAT III, successfully completes an emergency-procedures test and CAT III open and closed-book system knowledge tests with minimum scores of 95 percent on each test, and successfully completes an impeccable in-flight evaluation. The CAT IV AMT candidate demonstrates the ability to effectively conduct skill-level upgrade and AMT qualification training. Finally, the candidate is recommended for the award of CAT IV status by the chief of logistics or the maintenance superintendent.

Lead AMT.—A lead AMT is a CAT III or CAT IV technician, qualified and current on the system being flown, charged with managing AMTS, and maintaining the overall performance of mission equipment during the crew duty period. This person must have a minimum 5-skill level. The ranking member in the highest category will be the lead AMT.

Aircrew Evaluators.—CAT IV AMTs selected and trained to perform evaluator duties are designated as CAT IVE AMTS. The unit/LGE is charged with ensuring evaluators meet and maintain professional qualities. minimum requirements are an initial proficiency evaluation while performing as an evaluator by the unit/LGE and an annual recertification thereafter. The initial evaluation is completed during the first evaluation conducted by the prospective evaluator. Multicertified evaluators need only be evaluated on one system. All systems the person is qualified to evaluate are noted in there marks section of the AIA Form 371. Written examinations for evaluator personnel, except for emergency procedures, are left to the discretion of the unit/LGE. Evaluators must be qualified on the platform for which they will conduct evaluations.

Maintenance Stan/Eval Review Panel (MSERP).—The MSERP is convened quarterly and chaired by the unit/LGE. The MSERP is attended by aircrew evaluators, maintenance training managers, and the airborne workcenter supervisor. The MSERP reviews the previous quarter's evaluation results and identifies training achievements, deficiencies, and trends. The panel recommends a course of action to the LG to correct negative trends. The MSERP reviews AF Form 623, On-the-Job Training Records, of individuals due initial or special evaluation during the coming quarter, and reviews AMT training program documentation (such as training plans, OIs (operating instructions), CAMS (core automated maintenance system) management reports, and any other documentation deemed appropriate by the chief of logistics). The panel recommends appropriate changes or adjustments to the training program. Finally, the MSERP may discuss and make recommendations on any unit activity pertinent to the

productivity and effectiveness of the AMT training program and maintenance stan/eval program.

Special Stan/Eval Review Panel (SSERP).—A SSERP may be convened for any situation which requires a training problems, failed formal setting for trainers, trainees, supervisors, and evaluators to meet and discuss evaluations, or aircrew action detrimental to mission accomplishment. A SSERP must be convened to consider any two or more consecutively failed evaluations for a given position or category. A SSERP is chaired by the chief of logistics and consists of members considered necessary by the unit/LGE. When an SSERP is convened to discuss a failed evaluation, the AMT (subject of the SSERP), the AMT's primary trainers, immediate supervisor, and evaluator will attend. The unit/LGE maintains formal minutes of the SSERP.